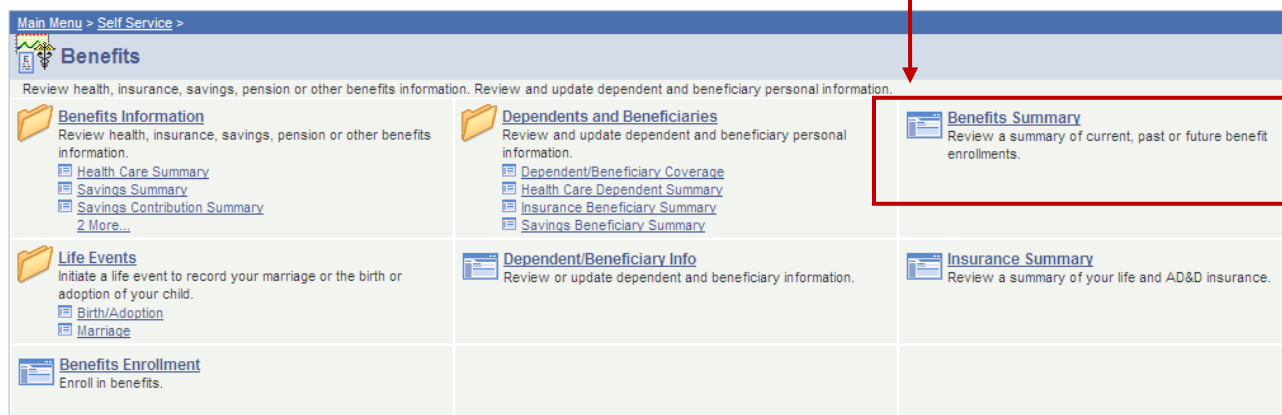


Open Enrollment 2012: User Guide to Employee Self Service

STEP 1: Log onto PeopleSoft Employee Self Service (ESS) at <http://ess.dc.gov>

STEP 2: Go to the *Benefits* section and select the *Benefits Summary*.



STEP 3: Review your current benefit selections.

Click *Employee Health Benefits* to ensure all dependents are covered.

Click each underlined *Life Insurance Option* to ensure that beneficiaries are allocated. You may also update your beneficiaries from this section.

Note - Open Enrollment for Life Insurance is available this plan year.

If enrolling in a 403(b) *Tax Sheltered Annuity* or *Section 457(b)*, be sure to contact the vendor to select your investment strategy.

If you have a Flexible Spending Account (*Health, Dependent Care, Transit or Parking*), you will need to re-enroll for the new calendar year.

Type of Benefit	Plan Description	Coverage or Participation
<u>Employees Health Benefits</u>	Aetna PPO Btax	Self and Family
Domestic Partner Medical		Waived
AFLAC - Cancer Insurance		Waived
AFLAC - Hospital Confinement		Waived
AFLAC - Personal Sickness		Waived
AFLAC - Personal Accident		Waived
AFLAC - Specify Health Event		Waived
<u>Basic Life</u>	DCEGLI Basic	1 X Salary + \$2000
Option B - Additional		Waived
Option C - Family		Waived
Option A - Standard		Waived
<u>Short-Term Disability</u>	STD - Standard STD Plan	100% of Salary
Long-Term Disability		Waived
<u>Tax Sheltered Annuity</u>	DCPS AXA Equitable Life Ins	\$190 Before Tax
Section 457		Waived
529 College Savings Plan		Waived
Flex Spending Health - U.S.	Healthcare Acct.	\$3,000 Pledge
Flex Spending Dependent Care		Waived
Transit FSA		Waived
Parking FSA		\$250 Before Tax
Retirement	Defined Contribution 5%	0% of Earnings

Go to: [Enroll in Benefits](#)

I'M READY TO MAKE CHANGES TO MY BENEFITS, WHAT SHOULD I DO?

STEP 1: Click on *Enroll in Benefits*. Open Enrollment will begin on Monday, Nov. 28, 2011.

STEP 2: Review and edit your Enrollment Summary. Click the *Edit* buttons to make your choices. Upon completion, you will receive a confirmation email, be sure to save a copy for your records.

Employee Health Benefits

- Add/Change/Remove Health Coverage
- Add/Remove Dependents
- Domestic Partner Coverage is After-Tax
- New for 2012!** 3 Tiers of Health Insurance Coverage (self, self +1, family)

For details regarding enrollment, visit www.aflacclients.com/dcgov/Welcome.aspx or meet with a representative at an Open Enrollment Fair.

Short Term & Long Term Disability are offered through The Standard Insurance Company. For more information, visit www.dcps.dc.gov

All DCPS employees may participate in 403(b) tax sheltered annuity and Section 457 options. For more information, visit www.dcps.dc.gov

To participate in Flex Spending for 2012, you must enroll during open enrollment. This includes the Health, Dependent Care, Transit and Parking plans.

IMPORTANT: Your enrollment changes will not be complete until you click *Submit*.

Then, follow the instructions on the additional pages to finalize the enrollment process.

If you do not receive an email summary of your changes – you did NOT complete the enrollment process. Your benefits elections will not be processed for 2012.

Enrollment Summary			
		Before Tax	After Tax
Edit	Employees Health Benefits		
Current:	Aetna Quality Open Access Btax:S&F		
New:	Aetna PPO Btax:S&F	180.09	
Edit	Domestic Partner Medical	Before Tax	After Tax
Current:	Waive		
New:	Waive		0.00
Edit	AFLAC - Cancer Insurance	Before Tax	After Tax
Current:	No Coverage		
New:	Waive		0.00
Edit	AFLAC - Hospital Confinement	Before Tax	After Tax
Current:	No Coverage		
New:	Waive		0.00
Edit	AFLAC - Personal Sickness	Before Tax	After Tax
Current:	No Coverage		
New:	Waive		0.00
Edit	AFLAC - Personal Accident	Before Tax	After Tax
Edit	Short-Term Disability	Before Tax	After Tax
Current:	STD - Standard STD Plan: 66.67% of Salary		
New:	STD - Standard STD Plan: 66.67% of Salary		32.19
Edit	Long-Term Disability	Before Tax	After Tax
Current:	: 66.67% of Salary		
New:	LTD - Standard LTD Plan: 66.67% of Salary		18.00
Edit	Tax Sheltered Annuity	Before Tax	After Tax
Current:	Waive		
New:	Waive		
Edit	Section 457	Before Tax	After Tax
Current:	Waive		
New:	Waive		
Edit	Flex Spending Health - U.S.	Before Tax	
Current:	Waive		
New:	No Coverage		
Edit	Flex Spending Dependent Care	Before Tax	
Current:	Waive		
New:	No Coverage		
Edit	Transit FSA	Before Tax	
Current:	No Coverage		
New:	No Coverage		
Edit	Parking FSA	Before Tax	
Current:	No Coverage		
New:	No Coverage		

This table summarizes estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
Your Costs	180.09	50.19	230.28

These costs do not include certain choices that are based on variable earnings.

[Submit](#) Click **Submit** to send your final choices to the Benefits Department.

[I Have No Changes](#) Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

FEHB Open Enrollment Closes: December 12, 2011
DCEHB Open Enrollment Closes: December 16, 2011